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### Furnishings Loan Policy

The church's stewardship of its resources, including furnishings and portable equipment, is an important factor of the church's mission purpose. Furnishings and portable equipment are church assets obtained and put in place to support the church's programs and ministries. Therefore, these type assets should remain in place on the church's property as much as possible. There are times when church members, area churches and non-profit organizations desire the use of furnishings and/or portable equipment. This policy is necessary; then, to designate what may be removed as loaned items and by what authority.

- Sanctuary, office, youth and music department furnishings and equipment are not available for loan for any reason.
- Rectangular folding tables (round tables will not be loaned) and folding chairs assigned to the Fellowship Hall may be loaned to church members when the absence of such will not interfere with the conduct of scheduled church activities. These items may be loaned by approval of the pastoral staff after a check of the church calendar.
- Furnishings and portable equipment assigned to Sunday School rooms and other locations of the church other than the sanctuary, office, youth, or music department may be loaned to church members by approval of the pastoral staff. Absence of these items shall not interfere with the conduct of scheduled church activities.
- Loan of furnishings and/or portable equipment to area churches and other non-profit organizations may be done with approval of a staff minister provided the absence of such will not interfere with the conduct of any scheduled church activities.

For any loaned furnishings and/or portable equipment a Record of Church Equipment Loaned (Form 90A) will be completed by an office staff member, signed by the borrower, and filed in an office suspense file.

Borrower shall agree to be responsible for, to return borrowed items to the place from which found by an agreed date, and to replace lost or damaged items.

The Furnishings Committee will follow up on any items that were not returned by the date agreed to or were lost or damaged.

Attachments: 090A Record of Church Equipment Loaned Form

**Furnishings Loan Policy**

**Record of Church Equipment Loaned**

ITEMS BORROWED

Description: \_\_\_\_\_

Number of Items: \_\_\_\_\_ Inventory Numbers: \_\_\_\_\_

Description: \_\_\_\_\_

Number of Items: \_\_\_\_\_ Inventory Numbers: \_\_\_\_\_

Description: \_\_\_\_\_

Number of Items: \_\_\_\_\_ Inventory Numbers: \_\_\_\_\_

I agree to be responsible for these items away from the church property. I agree to return these items to the place in the church from which removed. If they are lost or damaged, I will replace them or provide funds to do so.

I agree to return these items by, Date \_\_\_\_\_

Signature \_\_\_\_\_ Date Borrowed \_\_\_\_\_

OFFICE USE ONLY

Loan approved by: \_\_\_\_\_  
Name of Staff Member

Checked out by: \_\_\_\_\_  
Name of Staff Member

Items returned: Date \_\_\_\_\_

Receiver's signature and date \_\_\_\_\_

Notes:  
\_\_\_\_\_

*090A Record of Church Equipment Loaned Form*